

MEMORANDUM

TO: Claire Powell, City Manager

FROM: Ashley Carlisle, Budget Manager

DATE: April 15, 2024

SUBJECT: **Consideration of the Proposed FY 2024-25 Budget Calendar.**

BACKGROUND

City Council annually adopts a budget calendar for the upcoming fiscal year's budget preparation process. The majority of the dates reflect regularly scheduled City Council meetings; however, there are times when specially called City Council meeting dates are required, including the date for the Budget Workshop.

ANALYSIS

City staff has provided a calendar, which includes important dates for City Council meetings related to the City's FY 2024-25 budget process. In particular, the proposed calendar reflects the regularly scheduled City Council meetings in which the public hearings and votes on the budget and tax rates will be held (September 9 and September 16, respectively).

The only specially called City Council meeting recommended this year is the Budget Workshop. Staff recommends holding the Budget Workshop on August 10. This workshop is dedicated to FY 2024-25 budget discussions including all fund revenues, expenditures, and fund balances. In addition, current year tax valuations, tax rate discussions, and utility rate discussions will be held.

If City Council would like to consider alternate dates for the workshop scheduled on August 10, it would be necessary to allow time for staff to review the remainder of the calendar, as timing of the workshop affects the dates for publishing the notice of public hearing(s), the dates of the public hearing(s), and the dates for the remaining City Council meetings to approve the budget and tax rate.

CITY STAFF'S RECOMMENDATION

That the City Council approve the budget calendar as set forth in the caption above.